 REVISED Mar 2016

STAFF PERFORMANCE EVALUATION

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** |  | | | | | | | | | **Position:** | |  | | |
| **Program:** |  | | | | | | | | | **Project:** | |  | | |
| **Service Center:** | |  | | | | | | | | **County:** | |  | | |
| **Period Of Time:** | | |  | | | | | | | **Through** | |  | | |
| **Date Of Hire:** | | | | |  | | | | | | | | | |
| **Type Of Evaluation:** | | | | | Annual  Probationary  Other | | | | | | | | | |
| **INSTRUCTIONS:**  *Performance at either below or above the “satisfactory” level of 3 should receive additional comments in the space provided.* | | | | | | | | | | | | | | |
| **5**  **Outstanding:**  **Distinguished Performance** | | | | **4**  **Exceeds Standards:**  **Commendable Performance** | | | **3**  **Met Standards:**  **Satisfactory Performance** | | | | **2**  **Partially**  **Met Standards:**  **Marginal Performance** | | | **1**  **Failed to Meet Standards:**  **Unsatisfactory** |
|  | | | | | | | | | | | | | | |
| **Description of Duty** | | | | | | | **Score** | | **Comments** | | | | | | |
| 1. Quality of Work: Includes accuracy, thoroughness, neatness, attention to detail and workmanship. | | | | | | |  | |  | | | | | | |
| 2. Volume of Work: Amount of work completed, work speed, time management. | | | | | | |  | |  | | | | | | |
| 3. Job Knowledge: Detailed knowledge of job tasks and duties, ability to complete routine tasks, amount of supervision required, ability to perform work, amount of assistance needed to complete routine duties. | | | | | | |  | |  | | | | | | |
| 4. Work Effort & Initiative: Completes assignments timely, ability to accept change, follow-though of tasks, resourcefulness in solving work problems, amount of direct supervision required to complete tasks. | | | | | | |  | |  | | | | | | |
| 5. Following Policies & Procedures: Understanding of policies and procedures, amount of guidance required in order to follow and adhere to policies and procedures. | | | | | | |  | |  | | | | | | |
| 6. Teamwork, Cooperation with Others and Conduct: Effectiveness in working with others, composure, reliability while under work related stress | | | | | | |  | |  | | | | | | |
| 7. Attendance & Punctuality: Ability to come to work daily, on time and stay for the scheduled number of hours, frequency of unexcused absences, frequency of tardiness | | | | | | |  | |  | | | | | | |
| 8. Serving the Public: Courtesy in dealing with the public and effectiveness in meeting the public’s needs | | | | | | |  | |  | | | | | | |
| 9. Communication: Organization and presentation of information in written or oral form, ability to effectively and logically express ideas, effectiveness in listening. | | | | | | |  | |  | | | | | | |
| **General Work Performance Score:** | | | | | | |  | | **Add the scores from numbers 1-9.** | | | | | | |
| **Weighted General Work Performance Score:** | | | | | | |  | | **Multiply the total above by 40% (Example: Score of 38 x .40 = 15.2)** | | | | | | |
| **List and evaluate the most important job tasks as listed on the Job Description** | | | | | | | | | | | | | | | |
| 10. | | | | | | |  | |  | | | | | | |
| 11. | | | | | | |  | |  | | | | | | |
| 12. | | | | | | |  | |  | | | | | | |
| 13. | | | | | | |  | |  | | | | | | |
| 14. | | | | | | |  | |  | | | | | | |
| 15. | | | | | | |  | |  | | | | | | |
| 16. | | | | | | |  | |  | | | | | | |
| 17. | | | | | | |  | |  | | | | | | |
| 18. | | | | | | |  | |  | | | | | | |
| 19. | | | | | | |  | |  | | | | | | |
| **Job Specific Duties Score:** | | | | | | |  | | **Add the scores from numbers 10-19.** | | | | | | |
| **Weighted Job Specific Duties Score:** | | | | | | |  | | **Multiply the total above by 60% (Example: Score of 42 x .60 = 25.2)** | | | | | | |
| **Overall Performance Score: Add the total WEIGHTED scores from each category.** | | | | | | |  | | 40.3 – 48.0: Outstanding  32.7 – 40.2: Exceeds Standards  25.2 – 32.6: Met Standards  17.6 – 25.1: Partially Met Standards \*Improvement plan required.  10 – 17.6: Failed to Meet Standards \*Unsatisfactory performance, improvement plan or termination required | | | | | | |
| **20. Strong Points in Performance:** | | | | | | | | | | | | | | | |
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| **21. Goals/Areas to be Improved:** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **22. Training Needs and Goals:** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Recommend change from probationary to regular status:  Yes  No | | | | | | | | | | Recommend extension of probationary period to: | | | | | |
| *I have read this evaluation and have had the opportunity to discuss my work with my supervisor. I realize that my signature on this form does not mean that I agree with the evaluation. I understand that I may record my objections regarding this evaluation on the bottom of this form or respond in writing to my supervisor within five (5) work days.* | | | | | | | | | | | | | | | |
| Employee Signature | | | | | | | | | | | | | | Date | |
| Supervisor’s Signature | | | | | | | | | | | | | | Date | |
| Supervisor’s Signature | | | | | | | | | | | | | | Date | |
| Director’s Signature | | | | | | | | | | | | | | Date | |
| Executive Director’s Signature | | | | | | | | | | | | | | Date: | |
| Comments: | | | | | | | | | | | | | | | |